

Kentucky Adult Education Advisory Committee
Minutes
September 28, 2007

Members in attendance: Bill Bates, Vicki Boyd, S.J. Brennan, Cris Crowley, Kathryn Hardman, Jim Canipe, Joan Flanery, Veronica Gayle, Renae Harrison, Pam Hatton, Rodney Johnson, JoEllen Mitchell, Karen McLeod, Sandy Moore, Peg Russell, Julie Scoskie, Lisa Stethen, Bill Teegarden, Bev Thomson, and Sugar Willey.

Welcome and Opening Remarks

Sarah Hawker welcomed members and introduced Mr. Brad Cowgill, Council on Postsecondary Education Interim President. She noted Mr. Cowgill would be unable to stay for the entire meeting, but wanted the opportunity to talk with the committee. She advised Mr. Cowgill that today's meeting included both charter members of the KYAE Advisory Committee, including those whose one-year terms have expired, and new committee members.

Mr. Cowgill expressed his support for adult education and his gratitude for the work of adult educators.

"If it were possible for the people of Kentucky to speak in a single voice, they would say 'Thank you, thank you, thank you' for all the work you do for the adults and families of the Commonwealth," he said.

"For people who haven't experienced academic success and then decide in mid-life that the key to a better life, whether financial or for self-esteem, is a better education, you are there to provide the opportunity they need."

Mr. Cowgill said he will be a forceful advocate for adult education because of its importance to the advancement of educational achievement in Kentucky.

"CPE has a goal for Kentucky to be equal to or greater than the nation in the number of residents with bachelor's degrees by 2020," he said. "Adult education is very much part of that goal. But I know that adult education is also a goal in and of itself, and that's very important to remember."

"We advance statewide objectives one human being at a time."

Mr. Cowgill thanked members for giving him the opportunity to talk with them.

Ms. Hawker noted Mr. Cowgill has an affinity for understanding KYAE's population and goals as well as the challenges we face.

Ms. Hawker reviewed the meeting agenda and materials. She noted new committee members would have orientation in Meeting Room B while charter members would remain in Meeting Room A for a debriefing and evaluation of the Advisory Committee's

first year. The group would then reconvene in Meeting Room A to cover the remainder of the meeting agenda.

New Member Orientation

New members in attendance: Jim Canipe, Joan Flanery, Veronica Gayle, Renae Harrison, Pam Hatton, Rodney Johnson, Karen McLeod, Sandy Moore, and Peg Russell.

Ms. Hawker thanked members for agreeing to serve on the committee. She noted membership is comprised of providers representing various instructional program types and sizes, geographic areas of the state and the KACE organization through its president.

The committee is a forum through which new ideas come out through open, civil exchange and encouraged members to feel free to offer opinions and ideas. Members were asked to think beyond individual programmatic concerns and focus on a state level perspective regarding policies, initiatives and programs that will best move the adult education system forward while keeping our focus on the students.

Members were given notebooks with the committee charge, minutes from previous meetings, and other resource materials. At each meeting, members will be given a packet of information with a divider tab to insert into the notebooks.

Members will serve terms of two years. Ms. Hawker noted that in order to get the membership terms onto a staggered schedule with half of the membership terms expiring each year, some charter members served one-year rather than two-year terms. The committee currently meets quarterly on Fridays from 10:00 a.m. to 3:00 p.m. with a working lunch provided and mileage expenses reimbursed. If the need arises, subcommittees may be formed and additional meetings scheduled.

She stressed that she and KYAE staff make the advisory committee meetings a priority and asked members to do so as well. KYAE staff are here to support the committee and the KYAE Executive Secretary will serve as committee secretary.

Legislation Review

Reecie Stagnolia discussed the evolution of Kentucky's adult education system, noting that as we plan for the future, we need to look at where we came from and how we got to where we are today. In 1990, adult education services were provided through the Division of Adult Education within the Department of Education's Office of Adult and Technical Education. In 1993, the Division of Adult Education merged with the Kentucky Literacy Commission to form the Kentucky Department for Adult Education and Literacy (DAEL). At that time, Kentucky was the only state in the nation with a state-level adult education department. Senate Bill 1, the Adult Education Act of 2000, which institutionalized the recommendations from the 1997 Task Force on Adult

Education Report, transferred policy direction to the Council on Postsecondary Education. The natural path of progression led to the transition of adult education services to the CPE by Governor's Executive Order in 2003.

Senate Bill 1 recognized that "Adult illiteracy is a fundamental barrier to every major challenge facing Kentucky..." In addition to assigning policy direction for adult education to CPE, it charged us to develop a 20-year strategy, to set long term goals, to narrow the funding disparity among counties and to have an efficient, responsive, and coordinated system that delivers educational services in quantities and of a quality that is comparable to the national average or above and significantly elevates the education of the adults of the Commonwealth. It also challenged us to avoid a one-size fits all mentality, knowing the strength of our network is in the diversity. Adult education was now thought of as a system framed by Senate Bill 1.

We set very lofty enrollment goals, which was the right thing to do at the time, because in order to have more people move out of the education pipeline, you must have people go into it. The enrollment goals required programs to go out into communities to seek students, which fostered local collaborative efforts with a result of making adult education a visible partner in local and state education efforts.

Kentucky's adult education system is also framed by federal legislation. The Adult Education and Family Literacy Act, Title II of the Workforce Investment Act, charged us to set performance goals. KYAE must follow federal guidelines as it relates to receiving \$9 million in federal funding, but we need to take advantage of the flexibility given to us by Senate Bill 1 in regards to \$27 million in state funding. We must be mindful to think of ourselves not as a federal program, but rather as a state system supported by the federal program. We strive to meet the WIA performance alignment with Senate Bill 1.

Many of the key principles of Senate Bill 1 are mirrored within the New Framework for Adult Education. As noted at recent regional meetings, the framework refocuses resources to our core business, which is to raise the educational level of eligible adult Kentuckians.

KYAE Advisory Committee Debriefing

Providers in attendance: Bill Bates, Vicki Boyd, S.J. Brennan, Cris Crowley, Kathryn Hardman, Lisa Stethen, Joellen Mitchell, Julie Scoskie, Bill Teegarden, Bev Thomson, and Sugar Willey

Facilitated by Sandra Kestner and Marilyn Lyons, the debriefing included the following input:

- The Advisory Committee meeting times and dates are convenient. Setting meeting dates in advance is helpful.
- The length of the meetings is appropriate.
- The frequency of meetings is adequate.
- It is not necessary to produced timed agendas.

- The food is good – the sandwich buffet is preferred.
- Overall, participating on the committee is a positive experience, members have seen KYAE response based on committee feedback, and networking is valuable.

Work Group Report

Reecie Stagnolia reviewed the staff work group and field consultation process used by KYAE to study and develop recommendations on issues that impact adult education. KYAE staff work groups are formed to conduct research, to analyze data and to make recommendations or present options to the KYAE Leadership Team. The Leadership Team consists of the KYAE Vice President, Associate Vice President and Senior Associates. The Leadership Team reviews and provides feedback for additional staff work or moves issue forward for provider input. If appropriate, the recommendations or options are reviewed by experts in the related field or presented for advice to the KYAE Advisory Committee. Final recommendations, options and feedback are received by the Leadership Team and Vice President for consideration and action, where needed.

2007 Current Staff Work Groups and Leaders

- Distance Learning – Erika Larson
- Teacher Quality – Sandy Kestner
- Enrollment and Outcomes (continuing work on the New Framework) – Reecie Stagnolia
- Learning Disabilities – B.J. Helton and Meryl Becker-Prezocki
- Content Standards – Meryl Becker-Prezocki

Upcoming Work Groups

- Math – Meryl Becker-Prezocki and Sandy Kestner
- AERIN – Terry Tackett and Reecie Stagnolia

Request for Proposal Timeline

Janet Hoover outlined the KYAE request for proposal process for next fiscal year. In Fall 2007, KYAE plans to advertise a competitive RFP and request letters of interest. The application packet should be released in January 2008. Applicants will have six weeks to respond. KYAE anticipates making notifications to programs and beginning the contracting process in mid-April 2008. KYAE will hold bidder's teleconferences or Webinars to answer technical questions about the RFP. Timeline information will be posted on the KYAE website so that all interested parties will have equal access to the information.

Quality Breakout Sessions

Ms. Hawker noted a driving force behind the New Framework for Adult Education is the issue of the quality versus quantity of services. We all say we want quality, but how do we define quality? What is it? Where is it? How do we get it? What will it take?

Members broke up into three groups to discuss quality as it relates to teachers and teaching, content standards and curriculum, and professional development. The groups rotated among the three topics so that members were given the opportunity to give input into each area. Ms. Hawker asked members to answer the following questions: 1) How do we define quality? 2) What will it take to achieve quality?

S.J. Brennan facilitated the Content Standards and Curriculum group; Kathryn Hardman facilitated the Professional Development Quality group; and Julie Scoskie facilitated the Teacher Quality group. They provided oral reports at the conclusion of the breakout sessions. The flip chart note transcription is included in meeting packets.

Ms. Hawker thanked members for their input, which helped KYAE to make significant changes to Kentucky's adult education system over the past year. KYAE's current focus is on the next steps toward our quality improvement initiatives and noted the information gathered today will be valuable in those efforts.

Expense Vouchers

Members were asked to sign expense vouchers.

Next Meeting

The next meeting is December 14, 2007.